

United States Government

Department of Energy

Pacific Northwest Site Office

# memorandum

DATE: JAN 30 2008  
REPLY TO: OD:TPP/08-PNSO-0190  
ATTN OF:

SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN REPORT FOR  
CALENDAR YEAR 2007

TO: Karen L. Boardman, Chair  
Federal Technical Capability Panel

In response to your memo dated September 18, 2007, enclosed is the Pacific Northwest Site Office Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2007. The subject Report was prepared in accordance with your guidance and represents the necessary resources required to provide oversight of the Pacific Northwest National Laboratory Defense Nuclear Facility known as the Hanford Building 325 (Radiochemical Processing Laboratory).

If you have any questions, please contact me, or you may also contact Ted Pietrok, Operations Division, at (509) 372-4546.



Michael J. Weis  
Manager

Enclosure

cc w/encl:  
G. J. Malosh, SC-3  
C. L. Sohn, SC-3

**Annual Workforce Analysis and Staffing Plan Report  
as of December 31, 2007  
Reporting Office: Pacific Northwest Site Office**

**Section One: Current Mission(s) of the Organization and Potential Changes**

**Current Mission:** As a multi-program national laboratory, the Pacific Northwest National Laboratory performs research and development missions and programs to support the overarching mission of the DOE through efforts in fundamental science, energy and environmental sciences and technologies, and national security. The Laboratory consists of office, laboratory, and support facilities located in Richland, Washington; the Hanford Site; Sequim and Seattle, Washington; Portland, Oregon; and Washington D.C.. The facilities include one Hazard Category 2 nuclear facility (the Radiochemical Processing Laboratory – RPL), which is located on the Hanford Site (in the 300 Area) along with a number of additional facilities occupied by the Laboratory.

**Potential Changes:** As of November 15, 2007, the Safety Basis Approval Authority for RPL was transferred from EM to SC. In addition, safety oversight responsibilities consistent with the requirements for Cognizant Secretarial Officers (CSOs) in the DOE FRAM are expected to transfer to the PNSO within the next few months for the remaining Hanford Site 300 Area facilities that are operated by PNNL.

**Section Two - SITE CHARACTERISTICS TABLE<sup>1</sup>**

**Number of Hazard Category 1, 2, or 3 Nuclear Facilities:**

HC1 \_\_\_\_\_ HC2 1 (Bldg 325) HC3 \_\_\_\_\_

**Number of Radiological Facilities<sup>2</sup>:** 7 (318, 320, 326, 329, 331, LSL-2, and RTL)

**Number of High or Moderate Hazard Non-Nuclear Facilities:** 0

**Number of Low Hazard Non-Nuclear Facilities:** 67

**Number of Documented Safety Analyses:** 1

**Number of Safety Systems<sup>3</sup>:** 0 Credited Safety Systems (6 Safety Significant Systems)

**Number of Site Contractor FTEs:** 4040

**Number of Federal Office FTEs:** 36

**Notes:**

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

## Section Two – Technical Staffing Summary Table (see Notes below)

Technical Capability	For All Facilities <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Mangers	2*	2*	2 STSMs are needed for Defense Nuclear Facility Oversight
Safety System Oversight Personnel <sup>2</sup>	1.5*	1.5*	1+0.5 SSOs are needed for Defense Nuclear Facility Oversight. 1 SSO is in the process of being hired at PNSO with the remaining SSO support provided by the SC ISC. There are 6 disciplines identified, however this is not a full time assignment for these SMEs. The total need is conservatively 0.5 of an FTE.
Facility Representatives <sup>3</sup>	3.6*	2*	3.6 FTEs are identified in the FR Staffing and Analysis Report. PNSO is currently in the process of hiring an additional FR. 3 FRs are needed for Defense Nuclear Facility Oversight.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0.05	0.05	Currently provided by RL through the SC ISC.
Chemical Processing	0	0	
Civil/Structural Engineering	0.05	0.050	Matrix support provided on a as needed basis by SC ISC
Construction Management	0	0	
Criticality Safety	0.1	0.1	Criticality Safety Matrix support provided by an SME from EES CTA staff
Deactivation & Decommissioning	0	0	
Electrical Systems	0.05	0.05	Electrical Safety Matrix support provided by an SME from OR
Emergency Management	0.2	0.2	Provided by PNSO. PNSO is developing an Operational Agreement with RL to include Emergency Management.
Environmental Compliance	0.4	0.4	Provided by PNSO with as needed support from CH.
Environmental Restoration	0	0	
Facility Maintenance Management	0.1	0.1	Maintenance management SME support provided by OR.
Fire Protection Engineering	0.1	0.1	Fire Protection SME support is being provided by OR.
Industrial Hygiene	0.33	0.33	Provided by PNSO with as needed support from CH.
Instrumentation & Control	0	0	
Mechanical Systems	0	0	
Nuclear Explosive	0	0	
Nuclear Safety Specialist	0.4	0.4	Nuclear Safety support is being provided by SMEs from OR and CH (this will be CH alone later in FY-08).
Occupational Safety	0.33	0.33	Provided by PNSO with as needed support from CH.
Quality Assurance	1	1	Provided by PNSO with as needed support from CH.
Radiation Protection	0.33	0.33	Provided by PNSO with as needed support from OR.
Safeguards & Security	1	1	Coordinated by PNSO with support from CH.
Safety Software Quality Assurance	0.05	0.05	Support provided through SC ISC and CNS office
Technical Program Manager	0	0	
Technical training	0.2	0.2	Provided by PNSO with as needed support from OR.
Transportation & Traffic Mgmnt	0.1	0.1	Provided by PNSO with as needed support from OR.
Waste Management	0.5	0.5	Provided by PNSO with as needed support from CH.
Federal Project Directors <sup>4</sup>	2	2	

\* Denotes positions and FTEs necessary for Defense Nuclear Facility Oversight, requiring qualification in accordance with FTCF

### Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at: <http://www.hss.energy.gov/deprep/ftcp/>
3. Facility Representative staffing analysis worksheets are posted at: <http://www.hss.energy.gov/deprep/ftcp/>

### **Section Three: Current shortages and plans for filling them**

The PNSO has determined the need to fill two medium priority Defense Nuclear Facility-related positions in 2008, as follows:

- Facility Safety (SSO) – Candidate packages have been received and are being reviewed. Expect to fill this position by 1st Quarter CY08.
- Facility Representative – Candidate packages have been received and are being reviewed. Expect to fill this position by 1st Quarter CY08.

### **Section Four: Projected shortage/surplus over next five years**

There will be a need for an additional Facility Representative position in the future to provide necessary coverage of radiological facilities in the 300 Area; however, this position is not needed for Defense Nuclear Facility oversight.

### **Section Five: General comments or recommendations related to the Technical Staffing**

PNSO has no new comments or recommendations for the FTCP related to technical staffing.